

Keeping a Binder:

1. The binder is an organizational tool used to help make students better learners.
2. Grading a binder gives the teacher an opportunity to give credit to students for their day to day work. This grade is based on the effort required to get the work done, corrected, and kept organized not whether the answers were right or wrong.
3. All papers given to the student will be kept in the binder.
4. The binder will be graded twice a term (generally). It will have the same weight as a quiz.
 - ❑ The grade will be based on the completeness of the binder and its timeliness.
 - ❑ Students who have all pages completed will receive an A+;
 - ❑ 1 page missing an A;
 - ❑ 2 pages missing an A- ;
 - ❑ 3 pages missing a B+.
 - ❑ Binders with more than 3 pages missing will not be accepted at that time.
 - ❑ They may be passed in late for a loss of 1 grade (B+, B; B-; C+).
 - ❑ At some point students will be informed that binders will not be accepted after a certain date. Binders received during that time period will have a top grade of C+
 - ❑ After this time Ms. Hoehn *may* accept binders but they will only receive 50 pts and all pages must be done.
 - ❑ Only binders that are complete and ready to be handed in at the BEGINNING of class will be considered on time. Binders will be collected at the beginning of class and handed back at the end of the class.
5. All papers that are given out to students will be assigned a number. This number is the page number. The number must be written in the top right hand corner of the page.
 - ❑ Some of the handouts may have more than 1 page. Usually all the pages will have the same whole number and then decimal numbers i.e.: 3.1; 3.2; 3.3.....
6. It is the student's responsibility to make sure all pages are **completed**, **all work is shown** and **all pages are corrected**. Pages that do not meet these criteria will be considered missing from the binder. **Being absent is not an excuse for something missing from the binder.**
7. Included in the math binder will be pages from the Geometry Measurement class. They will be kept in the back of the binder and listed as 1M, 2M ...
8. Students are generally given 1-2 days notice of an upcoming binder check. They usually occur just before progress reports and just before report cards.
 - ❑ Students will be given a list or table of contents for their binder check. This should be put at the beginning of the binder section to be checked.
 - ❑ Preparing for the binder check should not be done the night before it is due. There are many opportunities to put the binder in order through the entire term.